View Security Reports: Users by Access Group (FPA)

To view the Users by Access Group (FPA) report, complete the following steps:

- 1. From the **Reports** tab, click **Deposit Processing Reports**. The *View Reports* page appears.
- 2. Under **Security Reports**, click **Users by Access Group (FPA)**. The *Users by Access Group (FPA)* parameters page appears.

Enter your search criteria.

Click Yes or No for Report With Children



Application Tips

- Click Yes to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level Endpoints.
- Click **No** to generate a report that contains data only for the selected OTC Endpoint.
- 3. Select an OTC Endpoint to initiate the report. The *Users by Access Group (FPA)* preview page appears in a new window as shown in Figure 1.

Under Export as, you have the following options:

- Select PDF, Excel or Word format
- Click Download

Or

• Click Print PDF Report

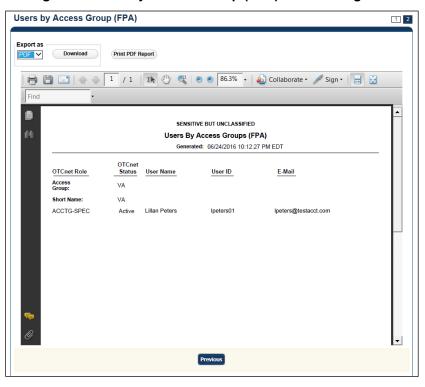


Figure 1. Users by Access Group (FPA) Preview Page



Application Tips

- If your agency has over 50 endpoints and/or over 100 users, you must drill down to a
 lower level within your agency to run the report. Running the report at a lower level
 prevents the report from overloading. Overloading results in a report with no
- data output.
- TGA denotes a deposit processing OTC Endpoint.
- CHK denotes a check capture OTC Endpoint.
- M denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
- CDC denotes card processing OTC Endpoint.



Additional Button

Click **Previous** to return to the previous page.